

09c 73 0573

OGC SUBJ: SECURITY  
EO11652 Class & Declass  
not indexed

THE WHITE HOUSE  
WASHINGTON

March 30, 1973

MEMORANDUM FOR: LAWRENCE R. HOUSTON  
FROM: RICHARD C. TUFARO *RC*  
SUBJECT: MARKING CLASSIFIED  
MESSAGE TRAFFIC

Attached is a copy of a circular issued by the United States Information Agency setting forth standard marking requirements for their classified telegrams. This circular is issued to bring USIA in conformity with the requirements of the State Department.

I thought the attached might be of interest to you because it suggests an abbreviated format for indicating the information required by E.O. 11652. Moreover, you might wish to consider whether this should not be adopted as a uniform standard throughout the Federal Government. The approach adopted here appears to have a good deal of merit.

5/18  says ICRC will consider this in due course. *Edil* thinks this is pretty good. He will begin to lay the groundwork for Agency implementation.

State Dept. review completed



UNITED STATES INFORMATION AGENCY

WASHINGTON 20547

March 21, 1973

MEMORANDUM FOR: Mr. Richard C. Tufaro  
The White House

FROM : Robert D. Barber *RDB*  
Assistant Director (Security)

SUBJECT : Executive Order 11652 --  
Marking Classified Documents

On March 12, 1973, Donn Chown and Dick Bond met with you to discuss a proposed change in marking procedures for certain classified USIA message forms. On the basis of your informal approval of the procedures as set forth in the draft shown you, we have published the attached circular instruction. I am also furnishing a copy of our original instruction implementing a data index system, which is referenced in the new circular.

I want to say that I find your cooperation and understanding of the problems we are encountering in implementing E. O. 11652 most helpful and encouraging. I am confident that, working together, we shall achieve the intent of the Order.

Attachments:

1. Circular Instruction  
(CM-486, March 15, 1973)
2. Copy of original Instruction  
(Circular 405D & 408F, January 22, 1973)

U. S. INFORMATION AGENCY

OUTGOING  
MESSAGE  
VIA

AIR POUCH

UNCLASSIFIED

Classification

3

SENT TO: ALL USIA OVERSEAS ESTABLISHMENTS

Origin

IOA/M-10

Info.

Bucharest, Budapest, Moscow, Phnom Penh,  
Prague, Sofia, Warsaw (From Rogers)USIA - CM-106 March 15, 1973

IAA

IEA

IEE

ILA

INE

ISA

IWE

IOS

IOA

IES

ICS

IPS

IMV

IOP

IOR

I/SC

I/SC-3

IOR/L

IOR/LD

IOA/SC

USIAC

E.O. 11652: N/A

SUBJECT: Marking and Submission of Classified Messages and Documents

## REFERENCE:

The Agency is instituting changes in the formats of classified telegrams, USIA Outgoing Messages, Field Messages and Operations Memorandums to facilitate conformance with the requirements of Executive Order (E.O.) 11652 (Classification and Declassification of National Security Information and Material). The change effective immediately, involves adding a line to the heading of classified messages that indicates status of the message under the Executive Order. This E.O. 11652 line will be in addition to insertion of the SUBJECT line and the classifier's position, as required by USIA Circular 405D & 408F, Section 5-a.

E.O. 11652 Line

The E.O. 11652 line will carry a code and, where necessary, the date or event after which the message is to be automatically declassified.

The codes to be used are:

STATE

GDS General Declassification Schedule applies. Must be followed by "DECLAS 12-31 - and year six years hence for "Confidential" or eight years hence for "Secret".

Dist.  
Desired  
(Offices  
Only)  
I/S-C 3

ADS Accelerated Declassification Schedule. Applies when information is to be declassified on a date or event in advance of the GDS. Must be followed by "DECLAS" and the date or event which will trigger declassification. Dates should be entered as shown in the examples below.

DRAFTED BY		OFFICE	PHONE NO.	DATE	APPROVED BY
DMChown:jes		IOA/M	25185	3-19-73	IOA/M - W.W. Jones
USIA AND OTHER CLEARANCES: State: EA/LC-EFR (by phone)					
IOS - RDBarber (by phone) IOA/SC - AJ Cummings I/SC - EW Cordell					
State: EUR/EE - J. Baker (by phone) State: EUR/SOV - WJDyess (phone)					
IOA Approved for Release 2003/05/06 : CIA-RDP75-00793R000200170022-6 - WEN/cher					
IEE - TSarth IEA - LAJury (by phone) IAA-Jeney (subs.)					

OUTGOING  
MESSAGE

CONTINUATION SHEET

Approved For Release 2003/05/06 : CIA-RDP75-00793R000200170022-6

U. S. INFORMATION AGENCY

POST	NO.	CLASSIFICATION	PAGE	PAGES
		UNCLASSIFIED	2 OF	3

XGDS1 Exempt according to the numbered category of E. O. 11652.\*  
XGDS2 These codes should be followed wherever possible by "DECLAS"  
XGDS3 and a date or event which will trigger declassification.\*\*  
XGDS4

N/A Not applicable. This code is for use on unclassified documents.

Samples of E. O. 11652 line entries:

- (1) E. O. 11652: GDS DECLAS 12-31-81
- (2) E. O. 11652: ADS, DECLAS 12-31-73
- (3) E. O. 11652: ADS, DECLAS AT END CURRENT TEST SERIES
- (4) E. O. 11652: XGDS1, DECLAS 12-31-85\*\*
- (5) E. O. 11652: N/A

Classified documents containing (1) a completed CLASSIFICATION line, (2) a completed E. O. 11652 line, and (3) the classifier's name and position (in the DRAFTED BY and/or APPROVED BY spaces on a form) need not be stamped with the captions noted in 5 FAM 931.

USIA, USIS forms and State Department forms employed by the Agency and by USIS posts will be altered. Samples showing the new format are attached. Until reprinted message forms are received, drafters should place the E. O. 11652 line in classified messages as follows:

USIA Outgoing Messages (Form IA-5): Between the USIAC and SUBJECT lines;

USIS Field Messages (Form IA-5D): Between REFERENCE and SUBJECT lines:

\*See also UNIFORM STATE/AID/USIA SECURITY REGULATIONS, 5 FAM 924

\*\*Authority to exempt classified material from GDS is limited to the USIA Director, the Deputy Director, the Deputy Director (IOP), the Associate Director (IOR), the Assistant Directors IAA, IEA, ILA, INE, ISA, IWE, IEE, and IOS.

UNCLASSIFIED  
CLASSIFICATION

Approved For Release 2003/05/06 : CIA-RDP75-00793R000200170022-6



OUTGOING  
MESSAGE

## U. S. INFORMATION AGENCY

CONTINUATION SHEET

POST	NO.	CLASSIFICATION	PAGE	PAGES
		UNCLASSIFIED	3	OF 3

Operations Memorandums (Form DS-682): Between FROM and SUBJECT lines (NOTE: OM forms are not being reprinted)

State Department Airgrams (Form DS-323): Between FROM and SUBJECT lines:

State Department Telegrams (Form DS-322): An E.O. 11652 line followed by a SUBJECT line should be placed above the ACTION line.

TAGS Line on State Department Forms

Revised State Department forms will also include a TAGS (Traffic Analysis by Geography and Subject) line. This line is unique to State indexing requirements. The TAGS line, therefore, may be disregarded in all USIAC messages and in exclusively USIA/USIS communications transmitted as State Department messages (i. e., in the State Department series). USIA/USIS communications in the State series must be clearly identified - preferably with an identifier such as "FOR USIA" in text lead lines.

Data Index System (DIS) Document Submission

This Message reconfirms all provisions of USIA CIRCULAR 405D & 408F. Section 5-b of the CIRCULAR should be interpreted to include among DIS submissions to IOR/L those documents classified by a USIA/USIS officer because they excerpt or substantively refer to already-classified materials. Submissions should be made whether the excerpted material originated within USIA or with another agency. These would include USIA/USIS documents excerpting "Top Secret" information from other agencies' documents and thus marked "Top Secret" even though USIA does not have original "Top Secret" authority.

KEDCH

## Enclosures:

1. Form IA-5
2. Form IA-5D
3. Form DS-682
4. Form DS-323
5. Form DS-322

UNCLASSIFIED  
CLASSIFICATION

U. S. INFORMATION AGENCY

OUTGOING  
MESSAGE  
VIA \_\_\_\_\_

Classification \_\_\_\_\_

SENT TO:

Origin

Info.

USIA - \_\_\_\_\_

USIAC

E.O. 11652 -

SUBJECT -

REFERENCE -

Dist.  
Desired  
(Offices  
Only)

PAGE \_\_\_\_\_ PAGES \_\_\_\_\_  
OF \_\_\_\_\_

DRAFTED BY	OFFICE	PHONE NO.	DATE	APPROVED BY

USIA AND OTHER CLEARANCES

Classification \_\_\_\_\_



COMMUNICATIONS SEC USE ONLY

FIELD  
MESSAGE

Approved For Release 2003/05/06 : CIA-RDP75-00793R000200170022-6

U.S. INFORMATION SERVICE

Classification

FROM:

TO: USIA WASHINGTON

MESSAGE NO.

REF:

E.O. 11652 -

DATE

SUBJECT:

AGENCY USE

ACTION

INFO.

PAGE PAGES  
OF

DRAFTED BY

DATE

APPROVED BY:

USIS AND OTHER CLEARANCES

Approved For Release 2003/05/06 : CIA-RDP75-00793R000200170022-6

Classification

# OPERATIONS MEMORANDUM

TO:

DATE:

FROM:

E.O. 11652:

SUBJECT:

REF:



7

DEPARTMENT OF STATE

# TELEGRAM

INDICATE  
☐ COLLECT  
☐ CHARGE TO

FROM

CLASSIFICATION

E.O. 11652:

TAGS:

SUBJECT:

ACTION:

7

DRAFTED BY:

DRAFTING DATE

TEL. EXT.

CONTENTS AND CLASSIFICATION APPROVED BY:

CLEARANCES: